



NATIONAL  
ART EDUCATION  
ASSOCIATION

### NAHS/NJAHS Purchase Order (PO) Guidelines

Before shipping NAHS/NJAHS chapter merchandise orders, **it's important for a chapter to complete the official registration process.** This involves paying the school sponsor fee(s) and student dues **or including them in the Purchase Order.** Chapter registrations are accepted at any time throughout the school year between July 1 – June 30. However, we recommend completing the registration by January 31<sup>st</sup> each year to ensure you receive all chapter merchandise orders and student membership cards in a timely manner.

To place your order, you have multiple convenient options available:

- **Online:** you can complete your order online and choose the *"Bill Me"* option during the checkout process. Once your order is finalized, you'll be emailed an "Order Invoice".
- **Phone:** Place your order by phone by calling NAEA Member Services at (800) 299-8321 (M-F, 8:15 – 4:30 ET).
- **Email:** Reach out to our Member Services team by sending an email to [nahs@arteducators.org](mailto:nahs@arteducators.org).

Once you have your "Order Invoice", **submit a signed copy of your PO** provided by your school along with a **copy of your Order Invoice, and contact information** for your school's accounts payable person (name, phone number, and email address) using one of the methods at the bottom of this page.

- If the merchandise order is **over \$150**, signed and received before March 31, NAEA will ship the order.
- If the merchandise order is **under \$150** prepayment will be required before shipment.
- **The deadline to submit a PO is March 31;** if a PO is received after March 31, prepayment will be required before shipment.

Your order will be processed and shipped with a matching packing list (allow up to 4 weeks for processing and delivery). Please inspect the contents upon receipt of the package. Per NAEA policy, no returns or exchanges can be made after 30 days. Alert us immediately at [finance@arteducators.org](mailto:finance@arteducators.org), if there are any issues or problems with the order.

*Please note that we only accept purchase orders (POs) for NAHS/NJAHS Merchandise Orders. We kindly request that you refrain from submitting POs for any other purpose or products.*

### Submit your chapter's Purchase Order and Merchandise Order invoice via:

**MAIL**  
NAEA  
901 Prince Street  
Alexandria, VA 22314

**FAX**  
703-860-2960

**E-MAIL**  
[nahs@arteducators.org](mailto:nahs@arteducators.org)

*Have any questions? Contact us! We're here to help your chapter be a success!*  
[NAHS@arteducators.org](mailto:NAHS@arteducators.org) or by calling NAEA Member Services at 800-299-832  
(M-F, 8:15 am – 4:30 pm ET)